

RECOMMENDATIONS FOR MEETING

- 1) The bugs should be worked out of systems before presenting to ROU's. In most cases, W-S personnel should work with ROU's for input and recommendations on new systems (for example new TPS system). The STUB is a good example of something presented that just was not ready! During one of the busiest months of the year, we had to put aside so much time for the STUBs, and here we are on May promotions, and it still is not ready!
- 2) Way too many voice mails are being sent from W-S personnel. After 3 or 4 voice mails in one day, it is hard to know what is going on. All voice mails regarding systems should be followed up with a letter stating new/revised procedures so we have something to refer to.
- 3) Work plan letters should be sent way in advance so Promotions Coordinators do not miss or fall behind on deadlines. For example, the 2nd Quarter Work Plan letter for May was sent out on 2/10/98 and adjustment dates to May Winston .70 off 2-pack model began on 2/9/98. It is hard for the PC's to pick up that letter immediately on the day it is received, when they are involved with 10 other deadlines/projects at that time.
- 4) All voice mails concerning the accountability of a certain coordinator should be sent directly to that coordinator, in addition to the ROM. Get the message to the person who has to handle it as soon as possible.

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